**Authorization Letter for Passport Collection**

To,

The \_\_\_\_\_\_\_\_\_ (Concerned Authority),  
\_\_\_\_\_\_\_\_ (Embassy Name),  
\_\_\_\_\_\_\_\_ (Address)

Date: \_\_/\_\_/\_\_\_\_ (Date)

Subject: Authorization for passport collection

Respected Sir/ Madam,

I am \_\_\_\_\_\_\_\_ (Name) and I am writing this letter to authorize \_\_\_\_\_\_\_\_\_\_ (Name of the authorized person) to collect my passport from \_\_\_\_\_\_\_\_\_ (Embassy Name and Address). Due to the reason \_\_\_\_\_\_\_\_ (unavailability/ not well/ out of time/ busy schedule/ any other), I will not be able to collect the passport on the given date i.e., \_\_/\_\_/\_\_\_\_ (Date).

The information about my passport is mentioned below:

|  |  |
| --- | --- |
| **Name as on Passport** | **Passport Number** |
|  |  |

I am attaching a copy of Photo-ID along with this letter for your reference. For any queries, you may contact me at \_\_\_\_\_\_\_\_ (Contact Number).

Regards,  
\_\_\_\_\_\_\_\_\_\_ (Signature),  
\_\_\_\_\_\_\_\_\_\_ (Name),  
\_\_\_\_\_\_\_\_\_\_ (Contact Number)